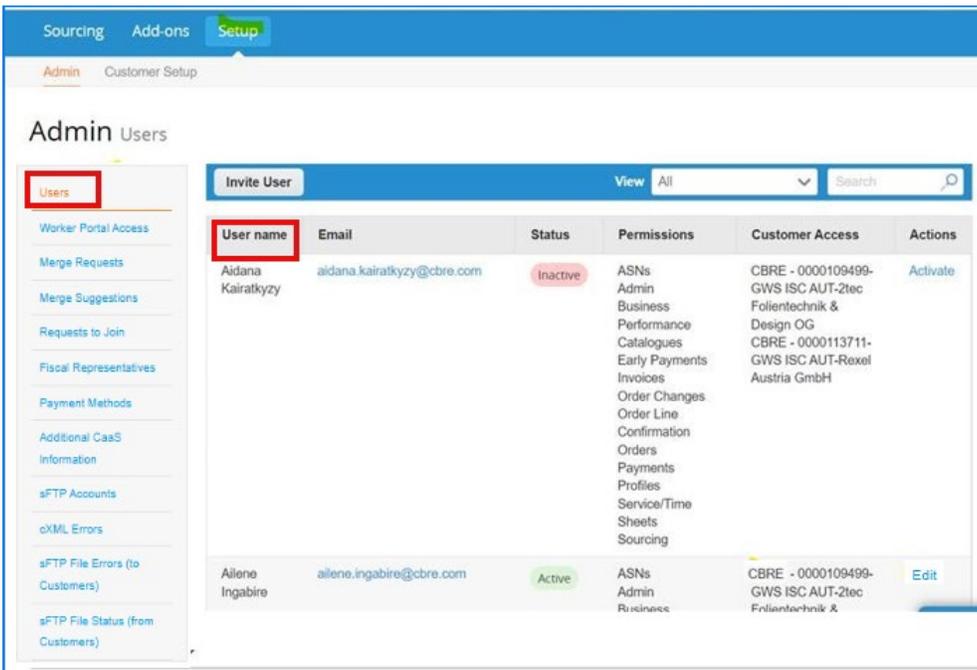# Selecting CBRE on the User's Profile

CBRE must be set up as a customer on the user's profile in the Coupa Supplier Portal to give the user access to CBRE-issued purchase orders and more. This tip sheet outlines the steps for editing a previously added user's profile. The same steps should be followed if using the **Invite User** option to add a user.

1. Log in to your Coupa Supplier Portal http://supplier.coupahost.com/
2. From the main menu, select the **Setup** tab from the CSP home page.

3. From the Admin Users menu, locate the user's **User Name**.

4. Click **Edit** in the **Actions** column, on the line with the **User name** of the profile that you want to update. See example below.

5. Scroll to the **Customers** section and select **CBRE.**

6. Click **Save**.

For additional support, please contact the Procurement Buyer Support Team.

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